



## **Human Resources Policies and Guidelines Manual**

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*Adopted by the MCC Richmond Board of Directors  
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## **GENERAL INFORMATION**

Welcome to Metropolitan Community Church of Richmond! The Human Resources Policies and Guidelines in this manual are intended to provide information on issues pertaining to employees of Metropolitan Community Church of Richmond.

These policies have been developed and implemented by Metropolitan Community Church of Richmond and are intended to establish Human Resources practices that are fair, consistent, and in compliance with all state and federal laws. Policies within this manual were developed within the bounds of policies and procedures set forth in the bylaws of the Universal Fellowship of Metropolitan Community Churches and the standard operating procedures (SOPs) of MCC Richmond. In case of conflict, UFMCC bylaws and MCC Richmond SOPs supersede the policies contained in this manual. As issues arise which are not covered in this manual, they will be handled through development of policy statements consistent with these policies and with UFMCC bylaws and MCC Richmond SOPs. Since no manual of this type can anticipate all issues that may arise, this manual will be reviewed and revisions issued. The Pastor, as Director of Human Resources, is responsible for ensuring that these policies are reviewed on a regular basis as needed.

The policies will not be regarded as or construed as contractual provisions, promises, or guarantees. As guidelines, they may be changed any time at the sole discretion of Metropolitan Community Church of Richmond's Board of Directors. It is the intention of MCC Richmond that individual employee terms of employment are constructed so as to be consistent with these guidelines. Where individual employee terms of employment are in place, the specific terms of those terms of employment take precedence over these guidelines.

## **OBJECTIVES**

The objectives of this manual are:

- X To set forth guidelines for the employment and conduct of employees of Metropolitan Community Church of Richmond.
- X To promote consistent administration of policies affecting personnel.
- X To provide a clear definition of the responsibilities of the employer and employees.
- X To facilitate a productive, worthwhile work experience for employees.
- X To ensure that all pertinent local, state, and federal laws are followed.
- X To support the Vision, Mission, and Core Values of Metropolitan Community Church of Richmond.
- X To ensure that all Policy Statements of Metropolitan Community Church of Richmond are followed.

## **METROPOLITAN COMMUNITY CHURCH OF RICHMOND - WHO WE ARE**

### **Our Vision**

Sharing God's love with all people

### **Our Mission**

The mission of MCC Richmond is to build a strong, nurturing spiritual community that is committed to transforming the lives of all people by promoting personal well-being, spiritual growth, and stewardship.

### **Our Core Values**

These are the standards we have set, as a congregation, for MCC Richmond:

***Christ Centered*** - Practice unconditional love as lived by Christ

***Inclusivity*** - Welcome, affirm and respect diverse individuals and perspectives

***Involvement*** - Challenge, equip, support and affirm each person as a minister

***Growth*** - Provide enrichment and promote learning individually and as a community of faith

***Healthy Relationships*** - Provide an atmosphere that nurtures and supports healthy relationships with God and others

***Outreach*** - Go into the community to share God's transforming love with all people

***Social Justice*** - Challenge injustice through faith-based social action

***Stewardship*** - Giving of our time, talent and treasures in support of the Vision and Mission of MCC Richmond.

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### **Organizational Structure and Lines of Authority**

Metropolitan Community Church of Richmond is a chartered congregation of the Universal Fellowship of Metropolitan Community Churches (UFMCC). As such, a Board of Directors and the Pastor are elected by members of the congregation to conduct the spiritual and administrative leadership in the local church.

In accordance with UFMCC bylaws, the Pastor serves as Director of Human Resources. Thus, hiring authority is delegated to the Pastor, subject to approval by the Board. The Pastor and the Board may delegate aspects of this responsibility to committees and/or ministry leaders. All MCC Richmond staff are ultimately accountable directly to the Pastor.

In accordance with MCC Richmond Policy Statements, the Pastor may utilize a Human Resource Advisory Committee to provide advice and assistance on personnel matters, including recruitment, interviewing, setting procedures for staff evaluations, responding to staff concerns, etc.

## **GENERAL EMPLOYMENT ISSUES**

### **Statement of Nondiscrimination**

Recruitment, selection, employment, promotion, benefit administration, and other conditions of employment of Metropolitan Community Church of Richmond are established and administered in a nondiscriminatory manner in accordance with federal, state, and local regulations. Metropolitan Community Church of Richmond believes and affirms that all persons shall receive equal employment opportunity.

Metropolitan Community Church of Richmond will recruit, select, hire, transfer, assign, promote, and train employees on the basis of individual qualifications for each job and, with respect to all matters affecting employment, compensation, and advancement, will not discriminate against any employee or applicant for employment on the basis of race, color, gender, gender identification, sexual orientation, age, national origin, religious affiliation, physical or mental disability, or affiliation with any lawful organization.

### **Sexual Harassment**

The Church is committed to providing a workplace free of harassment based on such factors as race, color, citizenship, religion, ancestry, national origin, age, sex, gender, pregnancy, childbirth, medical condition related to pregnancy or childbirth, marital status, sexual orientation, physical or mental disability, medical condition or veteran status. The Church prohibits harassment by anyone doing business with or at the Church.

Specific examples of prohibited harassment include:

- Verbal Conduct such as epithets, derogatory comments, slurs or unwanted comments and jokes;
- Visual Conduct such as derogatory objects, pictures, posters, cartoons, drawings or gestures;
- Physical Conduct such as assault, impeding or blocking movement, restraint, touching or any physical interference with normal work or movement;
- Threats & Demands to submit to certain non-work-related conduct or perform certain non-work-related actions in order to keep or get a job, to avoid some other loss, or as a condition of job benefits, security or promotion; and
- Retaliation by any of the above means for having reported harassment or discrimination, or having assisted another employee report or resist harassment or discrimination.

Sexual harassment includes any unwelcome advances, requests for sexual favors and any other verbal, visual, or physical conduct of a sexual nature, where:

- Submission to such conduct is made either explicitly or implicitly a term or condition of the individual's employment;
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or of creating an intimidating, hostile, or offensive work environment.

## Complaint Procedure:

Employees should promptly report any incident of harassment or discrimination to the Pastor/Assistant Pastor or the Board of Directors. The Church will make every effort to investigate and resolve all complaints of harassment or discrimination discreetly and effectively. If it is determined that unlawful harassment has occurred, effective remedial action will be taken consistent with the circumstances involved.

If a complaint is against a Pastor or Assistant Pastor, the complaint must be given to the church Board of Directors in writing and signed by the employee. If an employee does not wish to bring the complaint to the Board of Directors, he/she can send the complaint to the Regional Elder. A Pastor or Assistant Pastor determined by the church or Regional Elder to have engaged in harassment or discrimination will be subject to serious disciplinary action according to the MCC Code of Conduct up to and including discharge.

No employee will be retaliated against for opposing unlawful harassment or discrimination, for reporting, or cooperating in the investigation of, alleged harassment or discrimination.

## **Employment-at-Will Status**

Employment with MCC Richmond is on an at-will basis. Further, employment with MCC Richmond's by mutual consent of the employee, and MCC Richmond. An employee may terminate his or her employment at any time for any reason and Metropolitan Community Church of Richmond may terminate the employee at any time and for any reason.

The employment-at-will employee status may not be modified by any verbal or implied agreement. There may be limited exceptions to the employment-at-will policy for those positions in which written terms of employment exist, for example, the pastor.

## **Employment Classifications**

X Full-time employee. Employees are considered to be full-time if they are scheduled to regularly work 40 hours per week.

Nonexempt. Nonexempt employees are eligible to receive overtime pay in accordance with the Fair Labor Standards Act (FLSA). Nonexempt employees are entitled to be paid not less than the federal minimum hourly wage. Overtime pay at a rate of not less than one and one-half times the employee's regular rate will be paid for all hours worked in excess of 40 in a work week. A work week is defined as the seven day period beginning on Sunday and ending on the following Saturday.

Exempt. Salaried, exempt employees are not covered by overtime provisions of the Fair Labor Standards Act (FLSA) and therefore are not eligible for overtime pay.

Employees should see the Director of Human Resources for questions regarding employment classification.

### **Late Arrival and Absences**

MCC Richmond recognizes that illness or emergency may prevent employees from working their assigned schedules from time to time. If unable to report to work for any reason, employees must notify the church office within one hour prior to their scheduled start time. For absences of more than three consecutive scheduled workdays/written medical verification may be required. Late arrivals or absences are considered "excused" only when an employee communicates with the church office ahead of time and the late arrival or absence is for a compelling reason. MCC Richmond reserves the right at its sole discretion, to determine what constitutes compelling reasons. A late arrival or absence for a non-compelling reason and failing to call in according to this policy, will be considered "unexcused."

Employees who arrive late or are absent excessively or show a consistent pattern of absence, whether "excused" or "unexcused" will be subject to disciplinary action, up to and including termination. If an employee does not call in or report to work, the employee may be considered to have resigned.

### **Background Checks**

All clergy and non-clergy staff must have a completed background check on file prior to employment, in accordance with MCC Richmond's risk management policy.

### **Payroll Procedures**

It is the policy of Metropolitan Community Church of Richmond that all compensated staff be paid twice monthly (with 24 pay periods in each year), by check, for all documented, compensable time worked during the pay period

### **Recording Keeping: Confidentiality and Legal Requirements**

The Director of Human Resources is the custodian of all personnel records and ensures that they are maintained in accordance with all local, state, and federal regulations.

Records are to be kept in compliance with MCCR's Record Retention Policy.

Accordingly; Employment applications, resumes, letters of inquiry or similar written communications; or other employment references; evaluations of applicant qualifications; or other pertinent material will be retained for 3 years. If an applicant makes periodic inquiry regarding employment, the file may be updated each time and kept on file for six months. Unsolicited resumes will not be reviewed or retained.

All personnel records pertaining to an employee including application forms, examination forms, credit reports, criminal background reports, training, performance evaluations, personnel actions, etc. must be maintained in their original state as long as the employee remains on the payroll. Records of employees who resign, are terminated, or are laid off will be retained for seven (7) years from the date of termination or the date the layoff becomes permanent.

### **Work Hours**

Full-time nonexempt employees will work a scheduled 30 hours minimum per week with work schedules developed as appropriate to the position and with written approval from the Director of Human Resources. Part-time nonexempt employee work-schedules will be developed as appropriate to the position and as approved by the Director of Human Resources.



## **RECRUITMENT AND HIRING**

### **Positions**

The Pastor, with approval of the Board of Directors establishes full-time and part-time positions as necessary. Establishment of positions includes defining the objectives of the position, preparing a job description, determining compensation, vacation periods, and establishing interview criteria.

### **Job Description**

A job description will be developed for all positions prior to recruitment and staffing of the position. Positions will be filled with the best suited candidate available based on the qualifications in the job description. Each job description should contain a description of duties and responsibilities, and accountability.

### **Selection of Personnel**

1. The Pastor will be an active, authorized, accountable, licensed, ordained clergyperson selected within the constraints of UFMCC and local bylaws or standard operating procedures.
2. Other staff will be appointed by the Pastor subject to the approval of the Board of Directors.

### **Application**

Positions will be advertised to members and to the community at large in a manner appropriate to the position. Note: The Board of Directors of MCC Richmond has recognized that the hiring of church members has the potential to interfere with Pastor/parishioner relationships, given the Pastor's role as Director of Human Resources. Therefore, MCC Richmond may choose not to consider church members for compensated positions

Candidates for employment must submit complete resumes including professional and personal references, professional and educational experience and accomplishments, and such other appropriate information in accordance with the objectives of the position and criteria for selection.

### **Interview**

Personal interviews will be conducted by the Director of Human Resources and/or a team of lay ministry leaders and/or members of the congregation.

### **Anniversary Date**

The anniversary date of employment is established as of the first day of employment.

### **Probationary Period**

Newly hired employees will undergo a probationary period during their first six months of employment. During this time, the employee will be evaluated by and/or receive feedback from the Director of Human Resources on a frequent basis. Continued employment will be determined by the Director of Human Resources.

## **Immigration Reform and Control Act of 1986**

In accordance with the Immigration Reform and Control Act of 1986, MCC Richmond will not knowingly hire or continue to employ anyone who is not legally eligible to be employed in the United States. As an ongoing condition of employment, all employees will be required to provide documentation verifying your identity and legal authority to work in the United States.

## **Employment of Minors**

Persons who are not at least 18 years of age must provide a valid Work Permit, High School Diploma, or Certificate of Proficiency before being allowed to work. The employment of minors is restricted by the terms and conditions of the Work Permit, as well as the provisions of local, state, and federal law.

## **COMPENSATION**

The compensation policy of Metropolitan Community Church of Richmond is intended to allow each individual to be paid fairly in relation to other positions in the Church, and in relationship to the contribution the individual makes in achieving objectives. The fundamental principle of this policy is that salaries/wages are administered on an individual basis and linked to meeting performance expectations of the position and within available budgetary resources of the Church.

### **Salary**

The Board of Directors establishes the salary range and base salary for each position on an annual basis, according to the church's fiscal year. Salaries are developed as part of the ministry plan and accompanying budget. Salary ranges are based, to the extent possible on the complexity of the job, scope of responsibility, and experience and skills required.

Salaries for full-time staff are generally established as an annual amount. It is the policy of Metropolitan Community Church of Richmond that all compensated staff be paid twice a month.(with 24 pay periods in each year), by check, for all documented, compensable time worked during the applicable pay period.

Clergy are considered by Federal tax laws to be self-employed. Clergy salary packages include a housing allowance, the amount of which is established as part of the annual budget. Actual salary will be the amount remaining after the housing allowance is deducted from the salary package. Other clergy compensation and benefits are subject to the terms of individual terms of employment.

Compensation for part-time staff is generally paid on an hourly-basis, on the same schedule as above.

## **BENEFITS**

This section outlines the current benefits package, which may be subject to change at any time based on a vote of the Board of Directors.

### **Full/Part Time Positions in Determination of Benefits.**

All benefits outlined below will be provided to full time positions. Full time positions are defined as regular scheduled hours of 40 per week. Benefits are provided at 100% for employees who work 40 hours per week. Part time positions are defined as regular scheduled hours of fewer than 40 per week. Some part time positions may be eligible for pro-rated benefits, as negotiated. The schedule for pro-rating benefits is as follows: Employees with regular scheduled hours of between 30 – 39 are considered three-quarter time and may receive 75% of benefits. Employees with regular scheduled hours of between 20-29 are considered half-time and may receive 50% of benefits. Employees with regular scheduled hours of fewer than 20 are not eligible for benefits.

### **Temporary Employees:**

Temporary Employees are any employees hired by MCC Richmond to perform work on an established or intermittent basis, generally not to exceed ninety (90) days duration, is considered temporary. Included are summer employees and others hired for limited periods of time. Temporary employees are not eligible for group insurance programs, but are covered by workers' compensation insurance. Temporary employees are not eligible for vacation, sick leave, or holiday wages.

### **Health Insurance.**

MCC Richmond will provide health insurance to eligible employees. Health insurance benefits are pro-rated on the total cost sharing arrangement.

### **Continuing Education.**

MCC Richmond recognizes the need for continuing education opportunities for employees. MCC Richmond will encourage these endeavors by allowing professional leave for continuing education, subject to the approval of the Director of Human Resources. Pastors' continuing education is subject to the terms of the Pastor's Terms of Employment.

### **Sabbatical.**

MCC Richmond recognizes the importance of sabbatical periods for persons engaged in intensive, full-time ministry for extended periods of time. It is a time for reflection, education, writing, and renewal. Sabbaticals are negotiated in the employee's contractual agreement with the church. Between 18 and 24 months prior to the date on which a church employee wishes to begin the sabbatical, he/she will develop, in conjunction with the Board of Directors, a plan for funding the cost of the sabbatical, for fulfilling the ministerial needs of the church in the employee's absence, and determining the length of the sabbatical.

### **Expense Reimbursement.**

MCC Richmond will provide reimbursement for approved expenses related to employment duties. The mileage rate for the use of personal vehicles in the performance of job duties (exclusive of commuting) will be at the Internal Revenue Service mileage rate.

Expense reimbursement for Pastor attendance at MCC events is governed by the Pastor's Terms of Employment.

### **Leave/Holiday Benefits.**

#### **Paid Time Off**

Paid time off for the pastor is governed by the terms of his/her contract.

Employees other than the pastor shall receive Paid Time Off based on an ascending scale of accumulated service, as negotiated under contract.

Paid Time Off is granted to allow employees time away from work for vacations, illness, and to attend to personal matters. Employees are not eligible for leave during their probationary period. Employees are allowed to carry a maximum of five days over into the next year.

Upon termination of employment, unused leave will not be paid to the employee.

Leave Procedures. Leave requests will be submitted and approved in advance. Employees will request vacation time in advance in writing to the Director of Human Resources. Approval for all scheduled time away is subject to applicable organizational needs and requirements. Requests may be denied.

All parties affected by an employee's absence should be notified in advance. Employees should work with the Director of Human Resources to ensure that necessary functions are appropriately delegated so as not to adversely impact the overall organizational needs.

Administrative Leave. Paid administrative leave of up to 10 days per year may be provided at the discretion of the Director of Human Resources for the purpose of completing an internal investigation or managing an employee performance issue. Administrative leave may not be used as a method of income continuation if an employee has exhausted accrued leave balances.

Unpaid administrative leave may be provided at the discretion of the Director of Human Resources and/or the Board of Directors.

- Bereavement Leave. Full-time employees are entitled to 3-5 days of paid bereavement leave for time required to attend the funeral of a member of the employee's and life partner's immediate family. At the discretion of the Director of Human Resources, an employee may be granted additional days of bereavement leave. The term "immediate family" is defined as:

- Spouse/Partner
- Child
- Parent
- Sibling (Brother/Sister)
- Step-parent
- Step-Child
- Grandparent
- Grandchild
- Parents-in-law
- Brother/Sister-in-law
- Any member of Employee's household

If additional time off is required or time is needed for a person not listed above, the employee, with supervisor's approval, may elect to use vacation or sick leave hours for the balance of the unpaid absence.

Jury Duty Leave. When an employee is summoned for jury duty during a time when they are scheduled for work or are on paid vacation, the employee will be paid their salary (minus any jury duty compensation) for the period in which jury duty is performed. Such compensation will be paid only if the employee notifies MCC Richmond in advance of jury duty and presents a written statement from the appropriate court showing the date and time served.

Worker's Compensation Leave. MCC Richmond is insured to provide worker's compensation benefits to its employees or monetary benefits to eligible survivors, in case of work-related injury, occupational illness, or death in accordance with applicable state and federal laws.

Leaves of Absence - The church does make available the following leaves of absences, on an unpaid basis, to eligible employees:

1. Family Care and Medical Leave;
2. Pregnancy and/or Childbirth-Related Disability Leave
3. Occupational Disability Leave; and
4. Personal Leave.

In order to be absent from work on an authorized leave of absence, an employee must submit a request for a leave of absence to their supervisor or the Pastor and obtain approval for the leave as soon as the need for the leave becomes known or, if the need for a leave

was unexpected, as soon as possible but in no event later than three days after you are absent from work. The more notice an employee can give to the church of the need for a leave, even if all of the specifics are not yet known, the better management will be able to prepare for the employee's possible absence. Failure to complete a request for a leave of absence and obtain the required approval will mean that your absence from work is unauthorized and you will be subject to discipline, up to and including immediate termination. In addition, failure to return to work as scheduled from a leave of absence will also mean that your absence is unauthorized and you will be subject to discipline, up to and including immediate termination.

Unpaid Leave of Absence. Family Medical Leave Act (FMLA). The FMLA is a law that provides certain employees up to 12 workweeks unpaid leave per year. The FMLA applies only to employers with 50 or more employees. Accordingly, the provisions of the FMLA are not applicable to MCC Richmond. However, employees may be granted unpaid leave for reasons described below:

Unpaid Leave of Absence--Medical. If, due to serious illness/injury, an employee has used all accrued leave (sick, vacation, compensatory) to which they are entitled and the employee is still required to be absent from work on account of the illness/injury, the employee may continue to work as able, being paid on the basis of days worked. Or, the employee may request an unpaid leave of absence. This is at the discretion of the Director of Human Resources and in accordance with established policies. The Director of Human Resources also has the option of terminating the employee at the end of twelve weeks of leave in a twelve month period.

Family Care and Medical Leave of Absence: Employees may be granted a family or medical leave, but at the sole discretion of the church and dependent on staffing and operational needs at the time the leave is requested. Moreover, the terms and conditions of any such leave may not necessarily be the same as those described in this policy.

Reasons For Taking Leave. An unpaid family care or medical leave will be granted for the following reasons:

To care for your child after birth, or placement for adoption or foster care within the first year of the birth, placement or adoption; To care for your spouse, child, or parent who has a serious health condition; or for a serious health condition that makes you unable to perform your job.

Pay-for-Days-Worked. In the case of an employee working on a pay-for-days-worked basis, the Director of Human Resources will reevaluate such arrangement no less than monthly. If such arrangements appear to impose a serious burden upon MCC Richmond in terms of performance of necessary tasks or have a serious and adverse effect on church operational need, these arrangements may be discontinued at the discretion of the Director of Human Resources at any time, upon 15 days notice to the employee. In the event that such arrangements are discontinued, an employee may apply for leave of absence. If after discontinuation of the pay-for-days-worked arrangement, an employee is unable to return to work, or is ineligible for, or does not apply, or is not granted a leave of absence, that employee may be terminated without further notice.

Holidays. The church office will be closed and all personnel on-holiday as listed below, unless those holidays falls on a Sunday or other major worship day. When a holiday falls on Sunday, the holiday will be observed on the following Monday. When a holiday falls on a Saturday, the holiday will be observed on the preceding Friday.

Employees are entitled to the following designated holidays( except as designated by contract):

New Year's Day

Martin Luther King Day

Presidents' Day

Easter and the following Monday

Labor Day

Independence Day

Memorial Day

Veterans' Day

Thanksgiving Day and following Friday

Christmas Day and the next business day

## **EMPLOYEE PERFORMANCE AND CONDUCT**

### **Performance Review**

Performance reviews are intended to provide an opportunity to regularly evaluate job performance with respect to employee effectiveness and productivity. Performance reviews also provide the basis for making recommendations for promotions and wage/salary increases. All evaluations are conducted by the Director of Human Resources and become part of the permanent personnel file.

Performance reviews are structured to provide employees opportunity for participation and feedback. This includes review of the job description to ensure that it accurately depicts employee tasks and responsibilities. Employees are afforded an opportunity to respond to any item and to add comments to the evaluation form. Employees will be asked to sign the evaluation form to indicate that they have reviewed it. Should the employee feel the evaluation is unfair, they will have the right to utilize the grievance procedure set forth in these policies.

Performance reviews are conducted annually within thirty days of the date of hire anniversary. However, in some cases, formal performance reviews may be done more frequently to assist employees in meeting established performance objectives. Such cases may include new employees on probationary status, employees whose job responsibilities have changed significantly, or employees whose performance has not met the established standards for the review period.

**Pastor Performance Review:** Pastor's performance reviews are conducted annually for the purpose of encouraging the Pastor's personal and professional growth. The Board of Directors will ensure that the review is conducted subject to the terms of the Pastor's Terms of Employment.

## **Standards of Performance and Conduct**

One of the conditions of employment with MCC RICHMOND is that the employee's performance meets the standards of the job and the employee's personal conduct is appropriate to the mission of MCC Richmond.

An employee's personal life, beliefs, and off-the-job conduct are not subject to review or evaluation by MCC Richmond unless there is a potential for negative impact on: 1) the employee's performance; 2) the performance of other MCC Richmond employees; or 3) the impediment of MCC Richmond's mission. Types of behaviors or conduct that could lead to disciplinary action, up to and including termination include but are not limited to the following:

### Job Performance

- 1) Below standard work quality or quantity.
- 2) Lack of cooperation with other Church staff or with members, visitors, vendors, or others.
- 3) Excessive absenteeism.
- 4) Excessive tardiness.
- 5) Failure to follow instructions, church policies or procedures.

Some behaviors, including those listed below as misconduct, may be so severe that immediate termination may be warranted.

### Misconduct

- 1) Demonstrated inability or unwillingness to perform the job tasks and responsibilities for which they were employed.
- 2) Willful misconduct on the job.
- 3) Insubordination: intentional disregard of the directions of the supervisor.
- 4) Divulging confidential information about MCC RICHMOND, other staff, or members without authorization and/or to unauthorized persons.
- 5) Abuse, misuse, theft or unauthorized removal or possession of Church property or the personal property of others.
- 6) Use of illegal drugs or unauthorized use of alcohol on Church premises or while working on behalf of MCC Richmond.
- 7) Falsifying or making material omissions or alterations of Church records, reports, or other documents, including time sheets.
- 8) Disorderly conduct on Church premises and/or while working on behalf of MCC Richmond.
- 9) Violation of any law resulting in an adverse effect on MCC Richmond, or conviction of a crime which may result in the employee no longer being suitable for continued employment.
- 10) Violation of accepted professional ethics/standards deemed to compromise the role of the Church in the community it serves.



11) Utilizing position of employment in the church for personal gain.

In addition, MCC Richmond employees are expected to understand and abide by the standards of conduct as found in MCC Richmond's SOPs.

### **Performance Improvement Process**

When an employee demonstrates ongoing unacceptable work performance or inappropriate conduct, it is the goal of MCC Richmond to work with the employee to identify a remedial course of action and resolve the issue within a reasonable period of time.

In cases of egregious conduct, an employee may be subject to immediate termination. See the section on Separation/Termination for more information. Otherwise, depending on the nature and severity of the problem, it is usually appropriate for the Director of Human Resources to institute a corrective process that may include the following steps:

- 1) Informal discussion. The Director of Human Resources presents concerns about the employee's work performance or conduct.
- 2) Verbal warning. The Director of Human Resources presents observations about work performance or conduct, citing specific facts or events, gives the employ a cautionary warning, counsels the employee as to specific corrective action that the employee should take. The employee is informed that failure to correct the problem(s) will result in further action, up to and including termination.
- 3) Written warning. A written warning may be appropriate when an employee's conduct is serious enough to warrant bypassing the informal discussion and oral warning steps or as the next step in progressive discipline. The supervisor prepares a written warning for discussion with the employee. The written warning should include:
  - a) A clear statement of the problem, with references to specific events and/or dates.
  - b) Reference to any earlier corrective actions the employee was to have taken.
  - c) A statement regarding the impact of the employee's performance or conduct.
  - d) A statement that the situation cannot be allowed to continue, noting that further disciplinary action up to and including termination will be taken if the situation remains unchanged.
  - e) A target date by which the problem must be corrected.

In the meeting with the employee, the Director of Human Resources reviews the content of the memorandum. The employee is given the opportunity to respond verbally or in writing.

4) Probationary period. Formal probation is used when a problem is very serious and/or remains uncorrected after significant effort and attention. An employee may be placed on probation for a specific period of time (such as 30, 45, or 60 days) depending on the nature of the problem, the impact of the problem on the operation of MCC Richmond, and the actions required to correct it.

In placing an employee on probation, the supervisor should prepare a memorandum to the employee that:

- a) Documents facts of the case, citing specific events and/or dates and any previous disciplinary actions taken related to the situation.

- b) Outlines the expected or acceptable performance/conduct.
- c) Indicates the duration of the probationary period.
- d) Includes a statement that failure to correct the situation will result in termination.
- e) Includes all supporting documentation.

In the meeting with the employee, the supervisor reviews the contents of the memorandum. The employee is given the opportunity to respond orally or in writing.

5) Termination. Termination may be warranted in cases of egregious conduct, failure to achieve acceptable performance at the completion of a probationary period, or the recurrence of unacceptable performance subsequent to a performance period. For more information see the section on Separation/Termination.

### **Grievance**

MCC Richmond recognizes the right of employees to express their grievances and to seek a solution concerning disagreement arising from working relationships, working conditions, employment practices, or differences in interpretation of policy which might arise between the Church and its employees. The following policy relates to grievance procedures for all compensated staff of MCC Richmond, UFMCC bylaws for clergy, notwithstanding.

Originating a Grievance. Should an employee feel after verbal discussion with the Director of Human Resources that their concerns have not been satisfied, the employee may originate a grievance within ten calendar days of the date of the alleged grievous act by presenting the facts in writing to the Director of Human Resources, with a copy to the Board of Directors. The decision of the Director of Human Resources will be made in writing to the employee (with a copy to the Board of Directors) within ten calendar days after receipt of the grievance.

Appealing a Decision. Should the employee decide the reply is unsatisfactory, the employee may, within seven calendar days, submit a written appeal to the Board of Directors. The Board of Directors may (1) issue a decision within seven calendar days of receipt of the appeal; or (2) mediate a meeting between the parties, within seven calendar days of receipt of the appeal. If, after such meeting, the grievance cannot be resolved to the satisfaction of all parties, the Board will issue a decision within seven calendar days of the date of the meeting. The decision of the Board will be in writing and will be final.

### **Separation/Termination**

Voluntary Termination Should an employee voluntarily terminate employment, a two-week advance notice is required. Accrued benefits may not be used in lieu of proper notice. The Church is under no obligation to allow a terminating employee to continue work until the two week period lapses. In the event that the employee is not permitted to continue working until the end of the notice period, the employee will be compensated at their regular wage through the end of the notice period, and will be entitled to payment for unused leave time as policy permits.

Involuntary Termination. Metropolitan Community Church of Richmond reserves the right to terminate an employee for any reason at any time. In the event of a layoff, it is the policy of the Church to provide advance notice of the lay off. Metropolitan Community Church of Richmond is under no obligation to provide such notice in any other situation and failure to provide such notice will not affect any termination decision made by Metropolitan Community Church of Richmond.

Termination of employment may be based on Metropolitan Community Church Human Resources Policies and Performance and Conduct Standards.

All involuntary terminations shall be the responsibility of the Director of Human Resources who must notify the Board of Directors of the termination. Terminated employees have the right to exercise the appeal process as outlined in the grievance procedure.

Pastor's Termination/Resignation. The terms of the Pastor's mutually agreed to termination or resignation are contained in the Pastor's Terms of Employment and MCC Richmond's by-laws..